



# Early Childhood Development Programs



**600 West College Drive  
Avon Park, FL 33825**



## Child Development and Education Programs

Colleen Rafatti, Director

Deborah Gutierrez, Specialist

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## Welcome!

Thank you for your interest in the early care and education training programs offered at South Florida Community College.

SFCC has been providing training for child care professionals in Highlands, Hardee, and DeSoto counties for many years, and we strive to continually offer quality, affordable, and easily accessible programs to meet the needs of our community. We presently offer child care training at all of these levels:

- The 45-hour state-mandated courses required for employment in Florida child care centers and family child care homes.
- The Florida Child Care Professional Credential (FCCPC- formerly referred to as CDAE) training program.
- A two-year associate in applied science (AAS) degree in Child Development and Education.
- The approved Program Management course required for the Director's Credential.
- On-going workshops, conferences and seminars through which in-service hours and CEU's may be earned for credential renewal and professional development.

In this informational packet we provide an explanation of each of the levels training we offer, a copy of our current course schedule, and reference phone numbers and web site links to a variety of early childhood care sites and agencies.

Our staff is also available to assist you with questions regarding child care training and credentialing and early care and education issues, and to provide you with referral information to help you obtain the answers to your questions.

*We look forward to working with you very soon!*





# Child Development & Education Department Staff

## Colleen Rafatti

Director, Educator Preparation Institute and Child Development Programs

- Office: University Center (Avon Park campus), Room 117
- Office Phone: 863.784.7403
- Email: [rafattic@southflorida.edu](mailto:rafattic@southflorida.edu)
- Areas of responsibility: Program contracts, licensure, program accreditation
  - \* Oversight of all administrative functions
  - \* Associate degree program (student intake and counseling, career planning, A.A.S. courses)
  - \* Program development and planning
  - \* Liaison with DCF, ELCFH, and other agencies

## Deborah (DeArce) Gutierrez

Program Specialist, Child Development and Education Programs

- Office: Building T (Avon Park campus), Room T04
- Office Phone: 863.784.7032
- Fax: 863.784.7355
- Email: [Deborah.Gutierrez@southflorida.edu](mailto:Deborah.Gutierrez@southflorida.edu) (Preferred contact method)
- Areas of responsibility:
  - \* Continuing Workforce Education classes/workshops
  - \* FCCPC (formerly CDAE) program
  - \* FCCPC on-site student observations
  - \* Conferences (Spring and Fall) and on-going workshops
  - \* Marketing and promotion
  - \* Child Care center start-up information
  - \* Liaison with students, child care center staff, and instructors/faculty

## Tara Jefferies

Staff Assistant, Child Development and Education Programs

- Office: Building T (Avon Park campus), Room T04
- Office Phone: 863.784.7031
- Fax: 863.784.7355
- Email: [jefferit@southflorida.edu](mailto:jefferit@southflorida.edu)
- Areas of responsibility:
  - \* State-mandated training courses
  - \* Support for the Early Childhood and EPI programs
  - \* Liaison with students, child care center staff, and instructors/faculty



## Child Development and Education Programs

# Our Children Need Exceptional Early Care and Education Professionals!

A career in child care is important... and rewarding! We are pleased that you are considering joining the ranks of early care and education professionals! Many things have changed in our field- and we need well educated and enthusiastic individuals to take on the important responsibility of helping our young children learn and develop!

### Did you know...?

#### **...Responsibilities of early childhood caregivers have grown?**

*We no longer merely "babysit". Quality child care now focuses on providing age-appropriate education for young children, and applying creative teaching and learning strategies to properly prepare children for kindergarten entry. This includes the development of early language, literacy, math, and science knowledge as well as fostering the social skills that help young children relate appropriately to others. Child care providers also maintain the safety and well-being of their young students, and play a crucial role in early identification of children who may have special needs and could benefit from referral for additional services.*

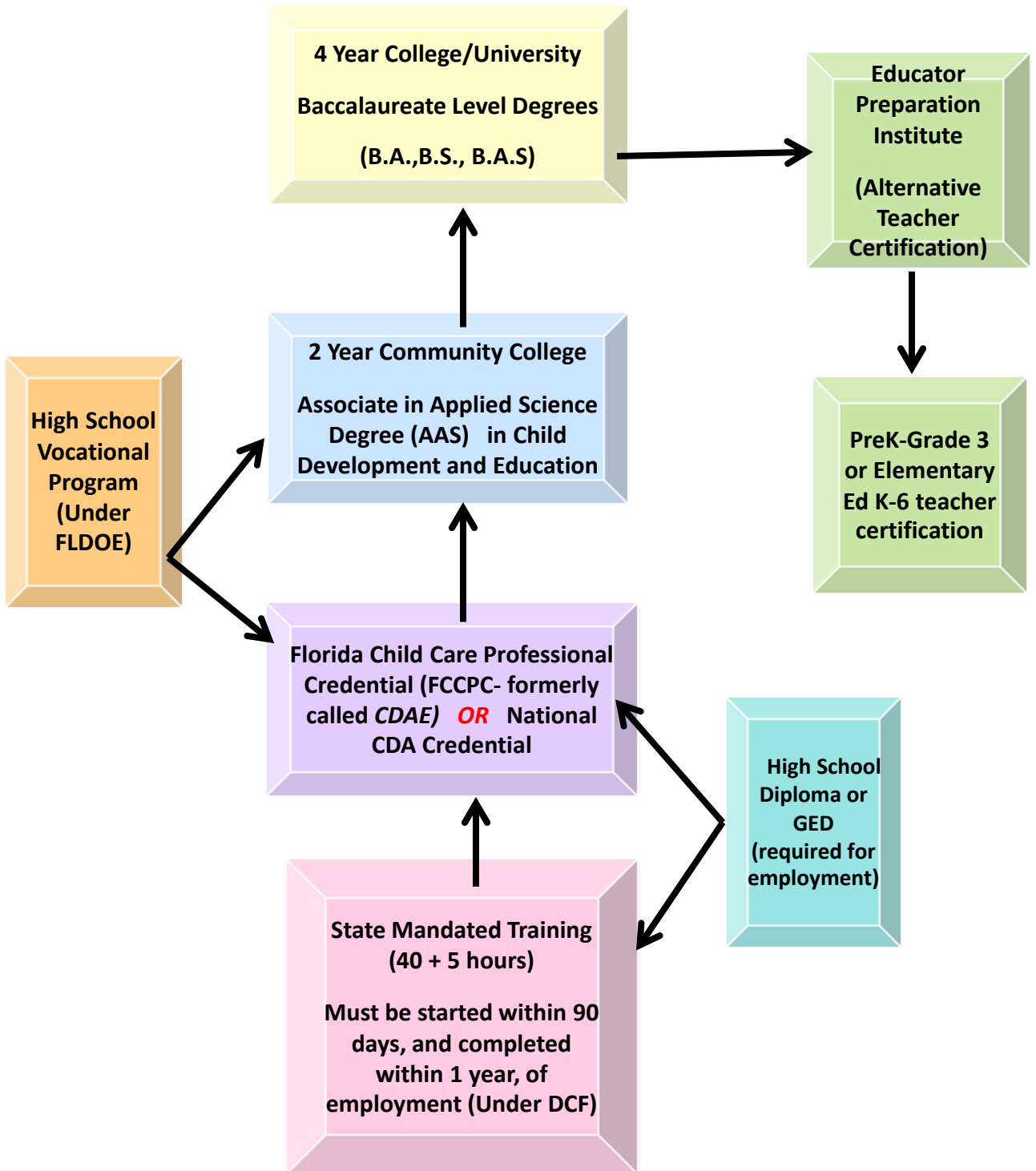
#### **...Early childhood care is recognized as a profession rather than a job?**

*In recent years the education and training required for employment in a child care center or family child care home has been expanded significantly. More formal training, mandatory competency exams, and advanced credentials are now often required. Formal college degree programs are available- and holding a degree in the early childhood field will soon be needed to provide some programs such as Voluntary Prekindergarten (VPK). The career ladder on the next page outlines several potential pathways to advancement in a career as an early care educator.*

#### **...Child Care Services are in great demand?**

*In Highlands County in 2009, for example, there were almost 4,000 families with children under the age of 5. Approximately 80 child care programs allowed over 2,000 children to receive care in centers and family child care homes. Qualified, well educated staff is constantly needed to provide care in these settings.*

**If you love working with young children, have patience and creativity, are willing to work hard to master the skills you will need to be a great early care teacher, and are up for a daily challenge... this is the field for you!**



# Early Childhood Career Ladder

# State-Mandated Courses

- ❖ The Department of Children and Families (DCF) requires that **all** staff personnel working in a preschool, family home, or childcare facility complete a minimum of 45 clock hours of State Mandated courses in early childhood development- **and** successfully pass an exam **administered by DCF** over the content of each course- with a score of 70% or higher.
    - Coursework must begin within 90 days, and be completed within 1 year, of early childhood employment.
    - Includes 40 hours of core courses (*offered at SFCC as CCZ-0411*), and 5 hours of early literacy training (*offered online only through DCF*), as well as CPR and first aid (*also offered at SFCC*).
    - To take state-mandated classes at SFCC you must complete supplemental registration at SFCC, **as well as through DCF**. (Instructions are provided in the SFCC schedule.)
  - ❖ South Florida Community College now offers the required state mandated training as a convenient and affordable package course, listed in the schedule as **Introductory Child Care Training(CCZ-0411)**. This course is offered at Avon Park and Hardee campuses at the beginning and middle of each semester.
  - ❖ The required courses included in CCZ-0411: Introductory Child Care Training are:
    - Child Care Facility Rules and Regulations (6 clock hrs.)
    - Health, Safety, and Nutrition (8 clock hrs.)
    - Identifying and Reporting Child Abuse and Neglect (4 clock hrs.)
    - Child Growth and Development (6 clock hrs.)
    - Behavioral Observation and Screening (6 clock hrs.)
    - Developmentally-Appropriate Practices- Special Needs (10 clock hrs. each)
- Also may be required and offered separately at SFCC:
- First Aid (4 clock hrs.)
  - CPR (4 clock hrs.)

# State Mandated Training - Testing and General Information

- ❖ Post-course mandatory testing is scheduled through DCF, and tests are administered by DCF personnel.
- ❖ Exams are given at the SFCC Avon Park campus one Saturday each month; upcoming exam dates are noted in the current SFCC Child Development schedule. (The exam testing room is in Building T-Dental Education/Corporate and Continuing Education.)
- ❖ ***Be sure to arrive on time for your exam;*** students will not be admitted to the testing room, or allowed to take scheduled tests, if they arrive late!
- ❖ ***Exams must be scheduled through DCF;*** they cannot be scheduled through SFCC.
  - To schedule an exam visit [www.myflorida.com/childcare](http://www.myflorida.com/childcare) or call 1.888.375.EXAM (3926) .
  - You must be preregistered with DCF 10 days prior to the exam date; ***no on-site registration is done*** the day of the testing!
- ❖ ***For more information about state-mandated courses and training requirements:***
  - Visit <http://www.myflorida.com/childcare> (click on the link for Training Requirements), or
  - Call the **Child Care Training Information Center (CCTIC)**  
Telephone: 1-888-FL-CCTIC (1-888-352-2842)

# Child Care Center Employee- Introductory 45 Hour State-Mandated Training Worksheet

Must begin within first 90 days of employment in the child care industry *OR* obtain an educational exemption from DCF *OR* complete a competency exam through DCF within the 90 day period.

All training must be completed within 1 year after the date on which training began.

SFCC Course Code	Course Title	Clock Hours	Fee
<b><i>Part I—30 Clock Hours- Core Courses (Must Complete All of These Courses)</i></b>			
CCZ 0411	Introductory Child Care Training	40	\$240.00
<p><i>Includes:</i></p> <ul style="list-style-type: none"> <li>• Child Care Facility Rules and Regulations (6 clock hours)               <ul style="list-style-type: none"> <li>• Health, Safety and Nutrition (8 clock hours)</li> </ul> </li> <li>• Identifying and Reporting Child Abuse and Neglect (4 clock hours)               <ul style="list-style-type: none"> <li>• Child Growth and Development (6 clock hours)</li> <li>• Behavioral Observation and Screening (6 clock hours)</li> <li>• Special Needs Appropriate Practices (10 clock hours)</li> </ul> </li> </ul>			
<b><i>Part II – 5 clock Hours- Early Literacy and Language Development (Must Complete this Course)</i></b>			
DCF Online Course	Early Literacy and Language Development	5	
<b><i>Part III - Other Required Courses (Require annual re-certification)</i></b>			
CCZ 0505	First Aid	4	\$25.00
CCZ 0507	Infant/Child/Adult Cardiopulmonary Resuscitation (CPR)	4	\$25.00

# Licensed Family Day Care Home Operator- State-Mandated Training Worksheet

**Must complete the 30-hour Family Child Care Home training, Early Literacy course, First Aid Training and CPR Training prior to licensure.**

SFCC Course Code	Course Title	Clock Hours
<b><i>30 Clock Hours- Core Courses (Must Complete All of These Courses)</i></b>		
CCZ-0456	Family Child Care Home Rules and Regulations	6
CCZ-0454	Health, Safety and Nutrition	8
CCZ-0453	Identifying and Reporting Child Abuse and Neglect	4
CCZ-0455	Child Growth and Development	6
EEZ-0510	Behavioral Observation and Screening	6
<b><i>5 Clock Hours- Early Literacy and Language Development (Must Be Completed Within 1 Year of Employment)</i></b>		
<b>Online through DCF only</b>	Early Literacy and Language Development	5
<b><i>Other Required Training</i></b>		
CCZ-0505	First Aid	4
CCZ-0507	Infant/Child/Adult Cardiopulmonary Resuscitation (CPR)	4

# Florida Child Care Professional Credential (FCCPC)

Formerly called CDAE.

(This term is no longer recognized by DCF in Florida!)

- ❖ Although participation in FCCPC is voluntary program completion may be required to qualify for the state staff credential and/or director's credential. The FCCPC credential leads to increased professional recognition, higher pay, and a greater potential for career advancement through many employers.
- ❖ FCCPC training is provided by SFCC, however the FCCPC certificate and credential are issued by DCF.
- ❖ Holding a current FCCPC credential gives students automatic credit for 3 courses (9 credit hours) toward the SFCC Child Development A.A.S. Degree.
- ❖ The FCCPC consists of two 60-clock hour courses (total of 120—clock hours.) Both courses are offered in Spring, Summer and Fall terms on the Highlands (Avon Park) and/or Hardee campuses and periodically instructed in Spanish with bilingual instructors.

SFCC Course Code	Course Name	Course Fee (Does not include required textbook)
CCZ 0421	FCCPC I	\$250.00
CCZ 0422	FCCPC 2	\$250.00

# FCCPC - Completion Requirements

- ❖ Completion of 120 clock hours of coursework in 2 separate semester - long courses. (Participants must complete the full 120 hours of training; all missed class hours and assignments must be made up!)  
Content of this coursework includes:
  - Professionalism and ethics (10 hrs.)
  - Child growth and development (20 hrs.)
  - Physical, cognitive, and literacy development (15 hrs.)
  - Social and emotional development (15 hrs.)
  - Safe and healthy learning environments (20 hrs.)
  - Screening and assessment (15 hrs.)
  - Positive family relationships (15 hrs.)
  - Managing an early childhood program (10 hrs.)
- ❖ Onsite performance observations (by SFCC faculty and center staff)
- ❖ Documentation of 480 hrs. Early Childhood work experience (at least 80 of which must be completed while taking FCCPC I and II).
- ❖ Verification of age (must be at least 18 at program completion)
- ❖ Proof of high school diploma/GED from an accepted institution. (Check with SFCC Registrar for determination of "accepted" institution.)
- ❖ Documented completion of all state-mandated coursework
- ❖ Hold current CPR and first aid cards
- ❖ Successful completion of the FCCPC competency portfolio

***The FCCPC certificate is active for 5 years. Before the certificate expires 4.5 CEU's or 45 contact hours of continuing education credit (CEU's/in-service hours) must be documented for renewal. Check SFCC's current Child Development schedule courses that will help you meet this requirement!***

# Director Credential and Staff Credential

## ❖ Staff Credential

- A Staff Credential is recognition that a child care professional's education meets or exceeds DCF baseline standards
- Some of the ways to qualify for the Staff Credential include:
  - Holding an active FCCPC or national CDA credential
  - Earning an associate degree in early childhood education or other advanced degree with documented coursework in child development
- **SFCC offers both an FCCPC program, and the associate degree in Child Development to help you qualify!**
- For more information visit: <http://www.myflorida.com/childcare> or call the Child Care Training Information Center (CCTIC)  
Telephone: 1-888-FL-CCTIC (1-888-352-2842)

## ❖ Director Credential

- Effective in 2004, every child care facility is required to have a director who holds the Director Credential issued by DCF
- Some of the requirements to earn the Director Credential include\*:
  - High school diploma/GED
  - Completion of state-mandated training and additional in-service training on children with disabilities/Special Needs
  - Holding an active Staff Credential
  - Minimum of one year of experience as on-site child care director\*
  - Associate or higher degree with coursework in child development\*
  - Completion of a child care management course approved by DCF *\*(SFCC offers EEC 2002- Program Management- which meets this requirement. To register for this course, contact Colleen Rafatti at 863-784-7403. The course is offered every semester.)*
- For more information visit: <http://www.myflorida.com/childcare> or call the Child Care Training Information Center (CCTIC)  
: 1-888-FL-CCTIC (1-888-352-2842)

*\*There are numerous exemptions and alternative ways in which to qualify; check with DCF for options and information!*

# Associate Degree Program (A.A.S.) in Child Development and Education

## ❖ Completion Requirements

- 11 Child Development core courses (33 college credit hours)
- 10 Liberal arts courses (30 college credit hours)
- If College Placement Test (CPT) scores are low, additional preparatory English, reading and/or math courses may be required

## ❖ Child Development Course Model

- All Child Development AAS core courses are delivered in a highly structured "hybrid/independent study/online" model.
- Students complete a series of modules online, and meet once or twice during the semester on campus. A written final exam is required for each course.
- A pre-course orientation is required to familiarize students with the design of the online course, course requirements, and use of the college's online learning support system (Desire to Learn/Panther Den/D2L). Access computers free at any campus.

## ❖ Steps for Program Entry

- 1) Register at SFCC and complete the College Placement Test.
  - For registration information call 863-784-7139.
  - To schedule CPT testing appointments call 863-784-7214
- 2) Meet with an SFCC advisor (call 863-784-7131 or stop by the Counseling Center at any SFCC campus).
- 3) Meet with Colleen Rafatti to prepare a program plan and complete D2L Orientation. Call 863-784-7403 for an appointment.

**ASSOCIATE IN APPLIED SCIENCE DEGREE  
CHILD DEVELOPMENT AND EDUCATION (Program Code: 2070)**

SFCC Course Code	Course Title	Credit Hours
<i>Child Development and Education Core Courses</i>		
CHD 1104	Introduction to Early Childhood	3
EEC 1000	Child Growth and Development	3
EEC 1407	Facilitating Social Development	3
EEC 1601	Observing Children	3
EEC 1941	Practicum (PR- 2 of following: CHD1104, EEC1407, EEC1601)	3
EEC 2002	Program Management (PR- EEC2200, EEC 2401)	3
EEC 2200	Preschool Curriculum I (PR- EEC1000, EEC1407)	3
EEC 2202	Preschool Curriculum II (PR- EEC2200)	3
EEC 2401	Professional Networking (PR- EEC1000, EEC1407, EEC1601)	3
EEC 2732	Infants, Toddlers and Caregivers (PR- EEC1000, EEC1601)	3
EEC 2940	Internship (PR- Approval of program manager)	3
<i>Liberal Arts Required Courses</i>		
CGS 1100C	Introduction to Microcomputers using Windows (GE)	3
DEP 2002 or PSY 2012	Child Psychology <b>OR</b> General Psychology (GE)	3
*ENC 1101	Freshman English I (GE)	3
ENC 1102	Freshman English II (GE) (PR- ENC1101- with grade of C or better)	3
INP 1390	Human Relations (GE)	3
*MGF 1106 or *QMB 1001	Liberal Arts Mathematics I (PR- MAT1033- grade of C or better) <b>OR</b> Mathematics of Finance (GE) (PR- Placement test or MAT0024 exit test)	3
OST 1100C	Introductory College Keyboarding/Typing	3
SLS 1501	Master Student/College Success	3
SPC 2600	Oral Communication (GE)	3
<i>Humanities Elective Course</i>		
	Your choice from approved list (check with Counseling)	3

# Financial Aid Options for Child Care Courses

- ❖ No financial aid is currently available to cover the costs of the state-mandated courses, workshops/conferences, or DCF testing. However, for qualifying migrant and seasonal farm workers, scholarships may be available through the Florida Farm Workers Scholarship and Education Program. To see if you qualify, contact Daune Neidig at 863-784-7386 or [daune.neidig@southflorida.edu](mailto:daune.neidig@southflorida.edu).
- ❖ The Teacher Education and Compensation Helps Early Childhood (TEACH) scholarship program may help cover expenses for the FCCPC courses and Child Development AAS degree courses.
  - For more information on the TEACH scholarship call Deborah (DeArce)Gutierrez at 863-784-7032 or visit this website:  
[www.thechildrensforum.com/teach.htm](http://www.thechildrensforum.com/teach.htm)
- ❖ Students may also qualify for Pell grant, Federal student loans, or SFCC Foundations scholarships to cover some expenses for the Child Development AAS degree courses.
  - To determine eligibility, begin by submitting the Free Application for Federal Student Aid (FAFSA). Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - When you have received your response to the FAFSA application, visit the SFCC Financial Aid office or make an appointment by calling 863-784-7254
- ❖ For AAS courses, SFCC also offer the FACTS tuition installment payment program. Inquire about this option at the Financial Aid Office or at the Cashier's window.

# Continuing Education Workshops, Conferences and In-services

- ❖ SFCC offers programs to help you earn the **CEU's/in-service hour credits** you need for the renewal of your professional credentials and licenses.
- ❖ These programs may include:
  - Fall and spring child care conferences
  - Monthly workshops on a variety of topics
  - Periodic special events and presentations
  - Small business management course (REAL) in partnership with USF (for Director Credential renewal)
  - Updates on DCF, DOE, and AWI policies and procedures
- ❖ **We will also build custom workshops on demand...** if you are interested in a special topic, and would like us to create a workshop for you for which you can earn in-service/CEU credit, let us know!

**For more information about upcoming programs contact:**

Tara Jefferies, Staff Assistant  
863-784-7032 or jefferit@southflorida.edu

# Are You Interested in Starting a New Child Care Center or Family Child Care Home?

If you are considering starting a new child care center or family child care home, we urge you to explore the resources below for assistance and information:

- ❖ **Early Learning Coalition of Florida's Heartland (ELCFH)**  
*Staff at ELCFH offices can provide you an extensive packet of information, and guide you through the process.*

## DeSoto County Office

4 West Oak Street, Suite H  
Arcadia, FL 34266  
Phone: 863-494-5233  
Fax: 863-494-5291

## Hardee County Office

324 N. 6th Ave.  
Wauchula, FL 33873  
Phone: 863-767-1002  
Fax: 863-767-1007

## Highlands County Office

209 N. Ridgewood Drive  
Sebring, FL 33870  
Phone: 863-314-9213  
Fax: 863-314-4480



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- ❖ **Florida Department of Children and Families (DCF)**  
*DCF staff can answer your questions about start-up process, licensing regulations, and the like.*

Detailed information can be viewed at  
<http://www.myflorida.com/childcare>

**Local DCF licensing contacts are:**

**Hardee, Highlands & Polk Counties**

Sheila Nobles - Licensing Supervisor  
4720 Old Highway 37  
Lakeland, Florida 33813-2030  
Tel (863) 619-4100 \* Fax (863) 648-3349

**DeSoto, Manatee Counties**

Judy Doyle - Licensing Supervisor  
9393 N. Florida Avenue-Ste. 500  
Tampa, Florida 33612  
Tel (813) 558-1067 \* Fax (813) 558-1072

# Child Abuse Reporting

**REMINDER: Child Abuse Reporting is the responsibility of *all* child care providers and caregivers!**

**We have an obligation to protect children!**

Reporting known or suspected child abuse and/neglect is the duty of every early care and education professional! Early care professionals (including day care center workers and other professional child care, foster care, residential or institutional workers) are *mandated reporters who must report*. (Names of reporters are entered into the record of the report, but are held confidential.)

Any person who knows, or has reasonable cause to suspect that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, must report such knowledge or suspicion to the DCF central abuse hotline at:

**Telephone: 1-800-96-ABUSE (1-800-962-2873)**

**FAX: 1-800-914-0004**

**TDD: 1-800-453-5145 (Telephone Device for the Deaf)**